



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
6501 E. ELEVEN MILE ROAD
WARREN MI 48397-5000

IMNE-MIG-ZA

06 JAN 2010

MEMORANDUM FOR All Personnel at Detroit Arsenal (DTA)

SUBJECT: Policy Letter #18, DTA Installation Operating hours during severe weather.

1. REFERENCES. N/A.

2. PURPOSE. To provide policy guidance to all personnel employed on U.S. Army Garrison-Detroit Arsenal (USAG-DTA) on the Installation operating hours during severe weather.

3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of USAG-DTA. This policy memorandum supersedes policy of the same subject dated February 13, 2009.

4. POLICY. The Garrison Manager, USAG-DTA, will make determinations of installation closure, delayed start of workday or early release of employees due to severe weather and disseminate such decisions as outlined below.

5. PROCEDURES. When weather conditions require a change in normal installation operating hours, the notification process below will be implemented:

a. During normal duty hours, the organization chain of command/supervisors will inform employees of any change to normal installation operating hours at the DTA.

b. Changes to normal installation operation hours, occurring before or after normal duty hours, will be disseminated through means listed below:

(1) A recorded message is available 24 hours a day at 586-282-TANK (586-282-8265). The message announces the installation operating condition as either "normal operating hours", "delayed opening", or "installation closed". The TANK message is changed as necessary to reflect the appropriate condition.

(2) Broadcast announcements are made on Channel 4 – WDIV TV, and Channel 7-WXYZ TV. The scrolled announcements will appear toward the bottom of the television screen at continuous intervals, beginning around 0500 hours. In some instances, the TV station may decide to make verbal broadcast announcements. The exact time of such announcements is dependent on the TV broadcast schedule.

(3) Employees are also alerted by emergency notification rosters (supervisory implementation). Personnel designated as key and essential by their supervisor are expected to report for duty based on mission requirements as set by their activity supervisors.

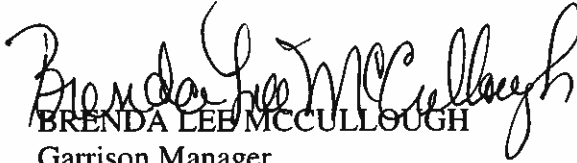
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Only their supervisor can excuse designated key and essential personnel. It is a management responsibility to develop appropriate procedures to designate and notify key and essential personnel.

(4) Radio and television broadcasts, not the Garrison Police desks, are the best sources of information for local road conditions. The Garrison Police are not authorized to provide guidance to employees on reporting to work due to road conditions.

6. PROPONENT. The Directorate of Emergency Services is the proponent for this USAG-DTA policy. POC for this policy is the Director, Emergency Services at 586-282-0614.


BRENDA LEE MCCULLOUGH
Garrison Manager

LINE OF COMMUNICATIONS FOR SNOW SITUATION

CONTACT ROSTER

1. JJBMAR

Richard Lowe — 586.764.0067

Matthew Switanowski — 586.651.4931

2. DPW

Robert Riparip — 586.876.9473

Romell Tyner — 586.506.6332

Ronald Wesley — 586.879.2564

3. Garrison Manager — 586.214.1351 (Notify Senior Commander)

Deputy Garrison Manager — 586.764.7812

4. DPTMS — 586.306.7328

DES-~~800~~.282.TANK

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